

SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time Use of the System. This section provides the guidance and procedures necessary for operating the SARSS2AC/B system. You do not need formal training, but must have an authorized user identification (ID) code and password to access the system. By following this manual, you can perform the SARSS2AC/B daily operations.

3.1.1 Equipment Familiarization. The Corps/Theater Automatic Data Processing Service Center-Phase II (CTASC-II) terminal equipment consists of a central processing unit (CPU), keyboard, monitor, and printer. A complete description is found in AIS Manual 25-L1Q-AJP-UNI-EM.

- a. Power up the printer, monitor, then the CPU, in that order.
- b. The monitor has controls that let you adjust the contrast and brightness to the desired degree.
 - (1) The character lines from left to right present an 80-character line.
 - (2) A maximum of 25 lines can appear on the screen at one time.
- c. The keyboard has 101 keys with a standard QWERTY layout. It consists of alphabetic and non-alphabetic keys. The keyboard also includes function, control, and numeric keys.
- d. The printer is a dot matrix, bidirectional printer. It uses both single sheet and fanfold paper up to 15 inches wide.
- e. Power down the central processing unit, monitor, and the printer, in that order.

3.1.2 Access Control. User IDs and passwords control access to SARSS2AC/B software programs. The system administrator (SA) assigns them. The following preset user ID codes (with an authorized password) allow access to the system for the functions listed below.

NOTE: A two-digit number identifying a specific user normally follows each user ID code.

- a. ajpsys - Gives the SA a superset of options available to the operator, database administrator (DbA), and network administrator (NetA) individually. The SA therefore has access to all installation procedures and parameter tables maintained by the operator, DbA, and NetA.
- b. ajpdba - Provides a controlled, user-friendly, menu-based interface to the relational database management system (RDBMS). It gives the DbA options for tuning the overall performance of the RDBMS and the automated information system (AIS) to the work load and operating characteristics of each installation. Through these options, the DbA can make on-line transaction processing at an individual production site more efficient.
- c. ajpnet - Provides a menu-driven interface to the network routing services and communication facilities. It gives the NetA a set of processes to maintain communication tables for blocked asynchronous serial transmission (BLAST), network router (NR), and the defense data network (DDN) 500 gateway. Refer to section 7 in the AIS Manual 25-L1Q-AJP-UNI-EM for further information concerning the NetA.

d. ajpopr - Gives each operator access to Account Control Tables modified to add and delete users and to change passwords of the users authorized to access the system. The ajpopr ID also gives each operator access to the SARSS Installation and Backup/Recovery Menus.

e. ajpadm - Gives the Standard Army Management Information System (STAMIS) administrator (StA) a menu-based interface to the SARSS Master Control System (SMCS). SMCS-related menu selections and processes available to the StA control execution of automatic queue processes and schedule and execute SMCS batch processes. Refer to Section 10, ajpadm SARSS Menu Interface, in the AIS Manual 25-L1Q-AJP-UNI-EM for further information concerning the SMCS.

f. ajpusr - Accesses interactive functional processes based on the access profile the StA establishes for each functional user ID.

g. ajpsql - Gives the operator access to the INFORMIX-Structured Query Language (I-SQL) query development software.

3.2 Initiating a Session. The system is case-sensitive. For logins, passwords, and commands, use lowercase unless otherwise directed. SARSS commands appear in uppercase.

3.2.1 Power-Up Using UNIX BLAST. When you power up the CPU, the system performs self-checks. When it completes the self-checks, the system displays a boot prompt (boot:). Take no action; the system automatically continues.

a. Pressing the <Enter> key will kill the pause. You can type the word DOS and press <Enter> to boot the end user workstation (EUWS) to the DOS partition.

b. The numeric key pad will not input numbers. It is recommended that it not be used.

c. The <Num Lock> key should be off. If on, it will cause the highlighted bar to move up when the <Esc> key is pressed.

d. The system prompts you to enter a new date and time. You can enter the date and time in the correct format or press <Enter> to accept the date and time already set. This date and time does not affect the system date and time which is set by the operator. Therefore, the date and time you set on your CPU does not affect processing.

e. After you press <Enter>, the system performs additional self-checks and then displays a UNIX log-in prompt.

(1) The SA assigns UNIX logins and passwords. These log-in IDs and passwords are unique to each CPU.

(2) Because these UNIX logins and passwords are loaded on a specific CPU, they cannot be used at any other CPU.

(3) The SA may also assign the same log-in ID for each CPU with no password prompt.

f. After you enter a valid login and password combination, the system displays a command prompt (#) for you to enter a UNIX command.

- g. The EUWS contains one console login with ten (tty) terminal emulators. The console login is the default and is accessed by pressing <Alt><F1>. The terminal emulators can be accessed by pressing <Alt><F3> thru <F12>. The screen will only display the current terminal.
- h. To open EUWS software from the command prompt, type "**assigned password**" and press <Enter>. The system displays the SARSS End User Work Station (EUWS) Menu (figure 3.2-1).

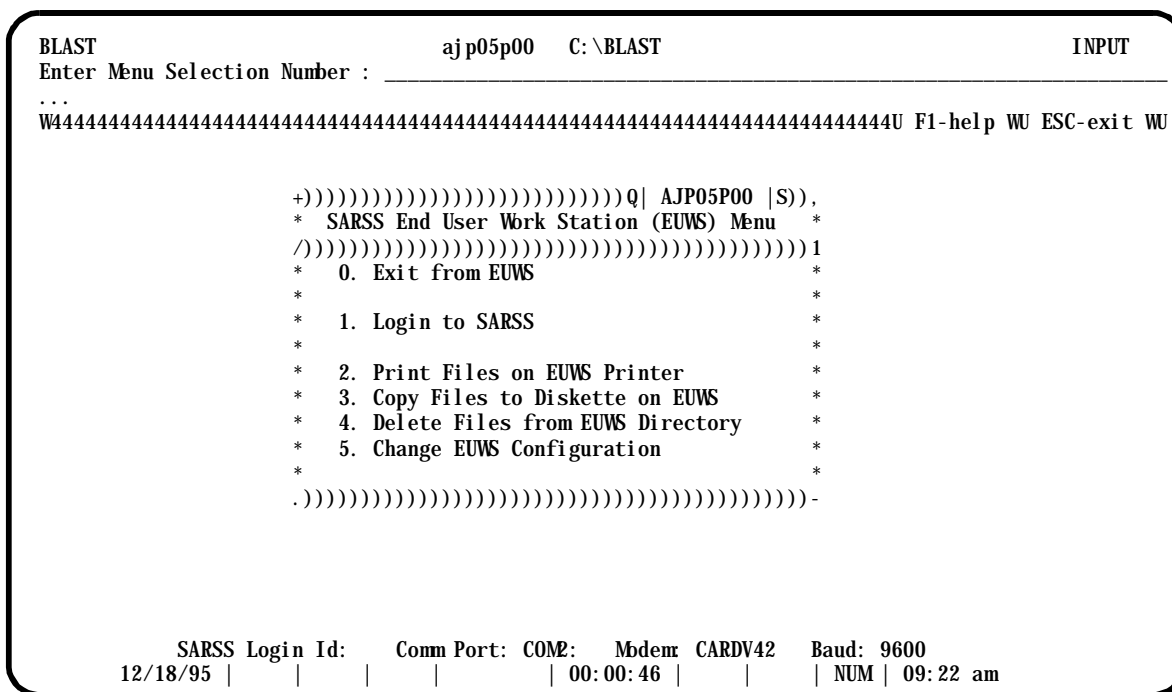


Figure 3.2-1. SARSS End User Work Station (EUWS) Menu

3.2.2 EUWS Operations. To perform any of the selections on this menu, type the number for your selection (0,1, 2, 3, 4, or 5) and press <Enter>.

3.2.2.1 Login to SARSS. The Login to SARSS selection on the SARSS EUWS Menu permits access to the SARSS2AC/B database.

- a. To choose the Login to SARSS selection, type **1** and press <Enter>. The system displays a screen prompting you to enter a log-in ID. If the SARSS login is hard-coded in the EUWS Configuration File, the system bypasses this step and prompts for the password.

- (1) If the log-in ID is unknown, press <Esc> and the system will return to the SARSS EUWS Menu.

- (2) After you type in a correct login and press <Enter>, the system will attempt connection with the SARSS2AC/B. When it connects, the system displays the log-in ID at the bottom of the screen and prompts you to enter the password.

- (3) If you do not know the password, press <Esc>. The system displays an “Incorrect log-in” message and prompts you to enter the password again. If you press <Esc> again, the system displays

a message stating that it cannot connect to the remote system and returns you to the SARSS EUWS Menu.

(4) The SA at the CTASC-II will determine how many unsuccessful attempts can occur before your account is disabled. This is normally set to five. The computer will lock after five unsuccessful log-in attempts and you will not be able to open the SARSS2AC/B database. If this occurs, you must contact the system support personnel, who will unlock the system.

b. When the connection is complete, the SARSS Session Selection Menu (figure 3.2-2) appears. The user options that appear on the screen may vary. The system will not allow the user to select any unauthorized options.

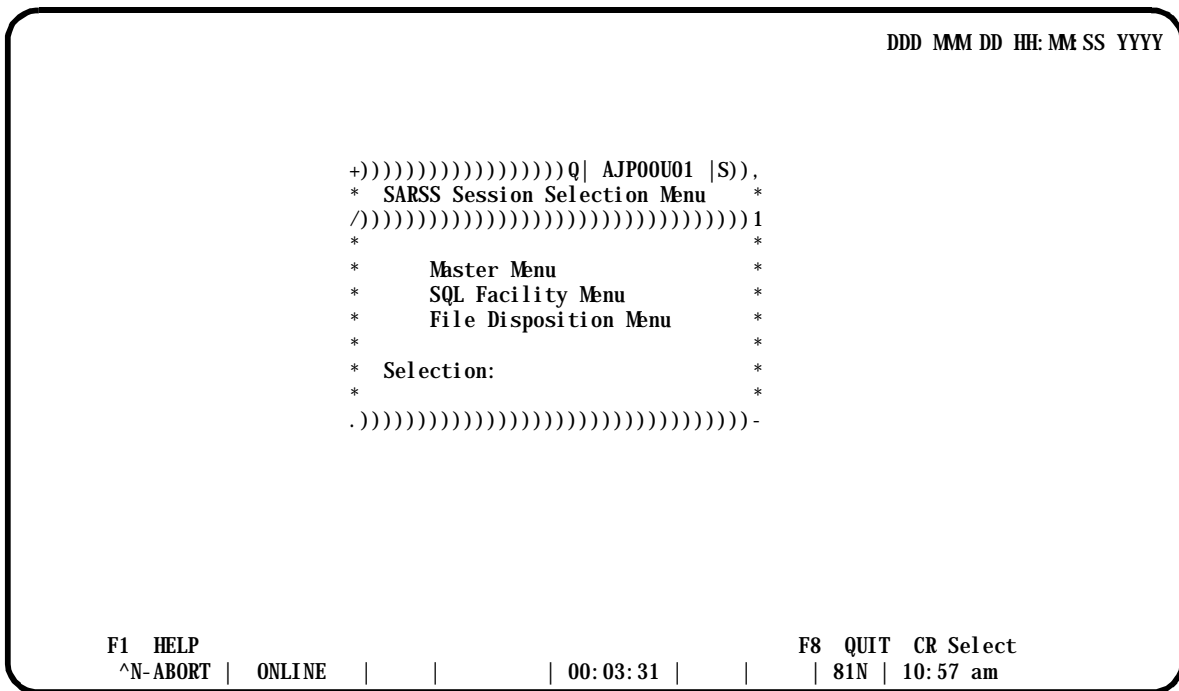


Figure 3.2-2. SARSS Session Selection Menu

- (1) To make a selection from this menu, use one of the following three methods:
 - (a) Type the entire selection name as it appears on the screen and press <Enter>.
 - (b) Type the first letter of the selection in uppercase and press <Enter>.
 - (c) Use the up and down arrow keys to highlight the desired selection and press <Enter>.
- (2) To obtain help relating to the screen displayed, press <F1>.
- (3) To return to the previous menu, press <F8>. Pressing <F8> will also disconnect you from the CTASC-II.
- (4) The CR Select function tells you to press <Enter> to make a selection.

c. Use the Master Menu selection to open the SARSS2AC/B database. When you select Master Menu from the SARSS Session Selection Menu, the system takes you directly to the SARSS Master Menu (screen 1) (figure 3.2-3). To display screen two of the SARSS Master Menu (figure 3.2-4), press <F3>.

NOTE: For details on the use of the File Disposition Menu selection, see Volume III, Appendix F, File Disposition Process.

DATE: MM/DD/YY		TIME: HH:MM:SS	
SARSS MASTER MENU			
COMMAND	PROCESS		
DMRP	DEMAND LEVELS REPORT MENU		
DMLR	DEMAND LEVELS REVIEW MENU		
DMLP	DEMAND LEVELS RIC SELECTION MENU		
DRC	DISCONNECT/REDEPLOYMENT MENU		
DODM	DODAAC MAINTENANCE MENU		
FDP	FILE DISPOSITION		
FINM	FINANCIAL MANAGEMENT MENU		
INQ	INQUIRY MENU		
MGT	MANAGEMENT SUPPORT MENU		
PAR	PARAMETER MAINTENANCE MENU		
PRT	PRINT GENERATION		
RCV	RECOVERY MENU		

<F3> = NEXT SCREEN

ACTION: <F1> = HELP <F2> = ENTER COMMAND TO CHANGE YOUR PROCESS PCN AJU-122

MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION

Move highlight to desired selection & Press <ESC> to process; or Press <F8>

Figure 3.2-3. SARSS Master Menu (Screen 1)

```

DATE:  MM/DD/YY                                TIME:  HH:MM:SS

                                SARSS MASTER MENU

COMMAND      PROCESS
-----
PREV          REPORT FILES CLEAN UP

                                <F4> = PREVIOUS SCREEN

ACTION:      <==ENTER COMMAND TO CHANGE YOUR PROCESS
<F1> = HELP  MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION

                                PCN AJU-122

Move highlight to desired selection & Press <ESC> to process; or Press <F8>

```

d. You can access any process on this menu, if authorized, by moving the highlighted bar with the up and down arrow keys and pressing <Esc>. You can also access any process in the system from any screen in the system by pressing <F8>, entering the appropriate command on the action line, and pressing <Esc>.

- e. The following figures show some of the menus you can access from the SARSS Master Menu.

(1) Figure 3.2-5 shows the DODAAC Maintenance Menu.

```

DATE:  [MM/DD/YY]                                TIME:  [HH:MM SS]

                                DODAAC MAINTENANCE MENU

COMMAND                                PROCESS
-----                                -----
DEP                                DEPLOYMENT FILE MAINTENANCE
DOD                                DODAAC FILE MAINTENANCE
DWN                                DOWNLOAD/UPLOAD
ILAP                               INTEGRATED LOGISTICS ANALYSIS PROGRAM

ACTION: [          ]  <==ENTER COMMAND TO CHANGE YOUR PROCESS          PCN AJU-122
<F1> = HELP          MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION

Move Highlight to desired selection & Press <ESC> to process; or Press <F8>

```

Figure 3.2-5. DODAAC Maintenance Menu

(2) Figure 3.2-6 shows the Financial Management Menu.

```

DATE:  [MM/DD/YY]                                TIME:  [HH:MM SS]

                                FINANCIAL MANAGEMENT MENU

COMMAND                                PROCESS
-----                                -
FIN                                FINANCIAL ADJUSTMENT
FINDN                            FINANCIAL DOWNLOAD PROCESS

ACTION: [          ]  <==ENTER COMMAND TO CHANGE YOUR PROCESS          PCN AJU-122
<F1> =  HELP          MENU =  PREV  MENU;  SMM =  SARSS  MASTER  MENU;  LOGOUT;  <F8> =  ACTION

Move Highlight to desired selection & Press <ESC> to process; or Press <F8>

```

Figure 3.2-6. Financial Management Menu

(3) Figure 3.2-7 shows screen one of the Inquiry Menu. To access screen two of the Inquiry Menu (figure 3.2-8), press <F3>.

DATE: [MM/DD/YY]	INQUIRY MENU		TIME: [HH:MM:SS]
	COMMAND	PROCESS	
	-----	-----	
	ABFRQ	ABF ROLL-UP	
	ABFQ	AVAILABILITY BALANCE	
	CATSQ	CATALOG SYSTEM QUERY MENU	
	MCONQ	CONTROL DEGREE	
	CONEQ	CONTROL ECHELON	
	DMHQ	DEMAND HISTORY FILE INQUIRY	
	DHFQ	DOCUMENT HISTORY QUERY MENU	
	DODQ	DODAAC	
	DEPQ	DODAAC DEPLOYMENT	
	FINQ	FINANCIAL CONTROL	
	PARQ	PARAMETER INQUIRY MENU	
	PERQ	PERFORMANCE STANDARD SUPPORT MENU	
		<F3> = NEXT SCREEN	
ACTION: [] <==ENTER COMMAND TO CHANGE YOUR PROCESS PCN AJU-122			
<F1> = HELP MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION			
Move Highlight to desired selection & Press <ESC> to process; or Press <F8>			

Figure 3.2-7. Inquiry Menu (Screen 1)

DATE: [MM/DD/YY]	INQUIRY MENU		TIME: [HH:MM:SS]
	COMMAND	PROCESS	
	-----	-----	
	QSRQ	QSR INQUIRY	
	RRAQ	REGIONAL REPAIR ACTIVITY INQUIRY	
	RFIQ	REQUEST FOR ISSUE TRANSACTION INQUIRY	
	ROTQ	ROTATION	
	SMCNQ	SMC NIIN	
	SNLUQ	STOCK NUMBER UPDATE INQUIRY	
	DETQ	SUSPENSE DETAIL	
	SUSQ	SUSPENSE FILE (HEADER & DETAIL)	
	USVEQ	UNSERVICEABLE ASSETS	
		<F4> = PREVIOUS SCREEN	
ACTION: [] <==ENTER COMMAND TO CHANGE YOUR PROCESS PCN AJU-122			
<F1> = HELP MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION			
Move Highlight to desired selection & Press <ESC> to process; or Press <F8>			

Figure 3.2-8. Inquiry Menu (Screen 2)

(4) Figure 3.2-9 shows screen one of the Management Support Menu. To access screen two of the Management Support Menu (figure 3.2-10), press <F3>.

DATE: [MM/DD/YY]		TIME: [HH:MM:SS]	
MANAGEMENT SUPPORT MENU			
COMMAND		PROCESS	
-----		-----	
ABFCU		ABF CLEANUP MENU	
CATU		CATALOG UPDATE MENU	
MCON		CONTROL DEGREE	
MCTL		CONTROL DEGREE REPORT	
CONE		CONTROL ECHELON MENU	
EXCS		EXCESS DOLLAR VALUE REPORT	
RFI		INTERACTIVE REQUEST FOR ISSUES	
LPUR		LOCAL PURCHASE MENU	
MRR		MANAGEMENT REVIEW MENU	
MSM		OVERDUE SHIPMENT MENU	
STAN		PERFORMANCE STANDARDS	
MREF		REFERRAL TRANSACTIONS	
<p style="text-align: center;"><F3> = NEXT SCREEN</p> <p>ACTION: [] <==ENTER COMMAND TO CHANGE YOUR PROCESS PCN AJU-122</p> <p><F1> = HELP MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION</p> <p>Mvve Highlight to desired selection & Press <ESC> to process; or Press <F8></p>			

Figure 3.2-9. Management Support Menu (Screen 1)

DATE: [MM/DD/YY]		TIME: [HH:MM:SS]	
MANAGEMENT SUPPORT MENU			
COMMAND		PROCESS	
-----		-----	
MREP		REPARABLE MANAGEMENT	
ROTF		ROTATION MAINTENANCE	
SMCN		SMC NIIN MAINTENANCE	
MTA		STATUS TRANSACTION	
SNLU		STOCK NUMBER LISTING UPDATE	
MLEV		STOCKAGE LEVEL MANAGEMENT	
USVE		UNSERVICEABLE ASSETS	
<p style="text-align: center;"><F4> = PREVIOUS SCREEN</p> <p>ACTION: [] <==ENTER COMMAND TO CHANGE YOUR PROCESS PCN AJU-122</p> <p><F1> = HELP MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION</p> <p>Mvve Highlight to desired selection & Press <ESC> to process; or Press <F8></p>			

Figure 3.2-10. Management Support Menu (Screen 2)

(5) Figure 3.2-11 shows the Parameter Maintenance Menu.

```

DATE:  [MM/DD/YY]                                TIME:  [HH:MM:SS]

                                PARAMETER MAINTENANCE MENU

COMMAND      PROCESS
-----
PSAR          PARAMETERS BY SARSS 1 RIC MAINTENANCE MENU
PGE0          RIC-GE0 UNIT UNIQUE
PALL          RIC-ALL UNIT UNIQUE

ACTION: [          ]  <==ENTER COMMAND TO CHANGE YOUR PROCESS          PCN AJU-122
<F1> = HELP          MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION

Move Highlight to desired selection & Press <ESC> to process; or Press <F8>

```

Figure 3.2-11. Parameter Maintenance Menu

(6) Figure 3.2-12 shows the SARSS Print Generation Menu.

```

DATE:      [MM/DD/YY]
SARSS PRINT GENERATION MENU
REPORT/LISTING
TIME:      [HH:MM SS]
QUANTITY

ABF RO MISMATCHES REPORT      [  0]
DOCUMENT HISTORY ERROR REPORT [  0]
ERROR LISTING                  [  0]
EXCEPTION TRANSACTION REQUEST [  0]
EXCESS REPORT (FTE)           [  0]
LOCAL PURCHASE FOLLOW-UP/CANCELLATION [  0]
LOCAL PURCHASE REQUEST (PR&C) [  0]
OVERAGED MRF REPORT           [  0]
OVERAGED REPARABLE ITEMS      [  0]
OVERAGED SUSPENSE REPORT      [  0]
REPARABLE ITEMS MATCHED       [  0]
SUPPLY PERFORMANCE REPORTS     [  0]
SUPPLY PERFORMANCE REPORT (YD4) [  0]
YSM/YIL OVERAGED REPORT       [  0]

ACTION: [      ] <==ENTER YOUR SELECTION OR COMMAND
<F1> = HELP      MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION

MOVE CURSOR TO SELECTION & PRESS <ESC> TO PROCESS.

```

Figure 3.2-12. SARSS Print Generation Menu

(7) Figure 3.2-13 shows the Recovery Menu.

```

DATE:  [MM/DD/YY]                                TIME:  [HH:MM:SS]

                                RECOVERY MENU

COMMAND                                PROCESS
-----                                -----
PRC                                     PRINT RECOVERY
TRR                                     TRANS-IN RIC RELEASE

ACTION:  [          ]  <==ENTER COMMAND TO CHANGE YOUR PROCESS          PCN AJU-122
<F1> = HELP          MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT;  <F8> = ACTION

Move Highlight to desired selection & Press <ESC> to process; or Press <F8>

```

Figure 3.2-13. Recovery Menu

(8) Figure 3.2-14 shows the Disconnect/Redeployment Menu.

```

DATE:  [MM/DD/YY]                                TIME:  [HH:MM:SS]

                                DISCONNECT/REDEPLOYMENT MENU

COMMAND                                PROCESS
-----                                -----
DMA                                     DEMAND HISTORY DISCONNECT - DEACTIVATION
DMDP                                    DEMAND HISTORY DISCONNECT - DEPLOYMENT
DHDP                                    DOCUMENT HISTORY DISCONNECT/PURGE
DHMM                                    DOCUMENT HISTORY MASS MODIFIER

ACTION:  [          ]  <==ENTER COMMAND TO CHANGE YOUR PROCESS          PCN AJU-122
<F1> = HELP          MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION

Move Highlight to desired selection & Press <ESC> to process; or Press <F8>

```

Figure 3.2-14. Disconnect/Redeployment Menu

(9) Figure 3.2-15 shows screen one of the Parameters by SARSS 1 RIC Maintenance Menu. To access screen two of the Parameters by SARSS 1 RIC Maintenance Menu (figure 3.2-16), press <F3>.

DATE: [MM/DD/YY]	PARAMETERS BY SARSS 1 RIC MAINTENANCE MENU		TIME: [HH:MM:SS]
	COMMAND	PROCESS	
	-----	-----	
	PARI	ARI RIC SEQUENCE	
	PDEL	DELETE PARAMETERS	
	PEIC	ETC & PD SUPPORT	
	PISU	ISSUE PD SUPPORT	
	PMNT	MAINTENANCE SUPPORT	
	PRCT	RECEIPT PD SUPPORT	
	PREP	REFERRAL PRIORITY SUPPORT	
	PRET	RETENTION SUPPORT	
	PSUN	SARSS-1 UNIT UNIQUE	
	PSVC	SERVICEABLE SHIPPING RIC	
	PSIG	SIGNATURE BLOCK SUPPORT	
	PSTK	STOCKAGE INFO SUPPORT	
<p><F3> = NEXT SCREEN</p> <p>ACTION: <==ENTER COMMAND TO CHANGE YOUR PROCESS PCN AJU-122</p> <p><F1> = HELP MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION</p> <p>Move Highlight to desired selection & Press <ESC> to process; or Press <F8></p>			

Figure 3.2-15. Parameters by SARSS 1 RIC Maintenance Menu (Screen 1)

DATE: MM/DD/YY	PARAMETERS BY SARSS 1 RIC MAINTENANCE MENU		TIME: HH:MM:SS
	COMMAND	PROCESS	
	-----	-----	
	PUSV	UNSERVICEABLE SHIPPING RIC	
<p><F4> = PREVIOUS SCREEN</p> <p>ACTION: <==ENTER COMMAND TO CHANGE YOUR PROCESS PCN AJU-122</p> <p><F1> = HELP MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION</p> <p>Move highlight to desired selection & Press <ESC> to process; or Press <F8></p>			

Figure 3.2-16. Parameters by SARSS 1 RIC Maintenance Menu (Screen 2)

3.2.2.2 Print Files on EUWS Printer. The Print Files on EUWS Printer selection on the SARSS EUWS Menu (figure 3.3-1) allows you to print those files you download from a holding directory in File Disposition to your hard drive on the printer attached to your CPU (see Volume III, Appendix F, File Disposition Process).

a. The CTASC-II does not have to be up for you to perform this process since you are accessing your hard drive. You do not have to disconnect from the CTASC-II to access your hard drive. You may use any one of the terminal emulators to access the hard drive. Press <Alt><F3>. You are now at a terminal emulator login. Type **euws** and press <Enter>. This initiates the BLAST script and takes you to the SARSS EUWS Menu. Once you are finished with the menu, press <Alt><F1> to continue working in SARSS.

b. See Volume II, Section 26, Print Output Forms, Reports, and Listings, for detailed instructions on performing this process.

3.2.2.3 Copy Files to Diskette on EUWS. The Copy Files to Diskette on EUWS selection on the SARSS EUWS Menu allows you to copy those files you download from a holding directory in File Disposition to your hard drive onto a diskette (see Volume III, Appendix F, File Disposition Process).

a. The CTASC-II does not have to be up for you to perform this process since you are accessing your hard drive.

b. You can only copy one file at a time.

c. You cannot copy data from a diskette to your hard drive while in EUWS.

d. The system copies files in American Standard Code for Information Interchange (ASCII) format so any personal computer (PC) with the Microsoft-Disk Operating System (MS-DOS) installed can read them.

e. To select this process, type **3** and press <Enter>.

f. The system displays the names of files in the directory at the top of the screen and prompts you to enter the file name you want to copy. If you type a file name that is not listed or do not type a file name exactly as it appears, the system displays an error message and prompts you to reenter a file name.

g. Type a listed file name as it appears and press <Enter>. The system prompts you to insert a diskette and select drive A or B.

h. Since A is the default drive and is the only drive you have (3.5-inch diskette drive), select drive A. To do this, either insert the diskette and press <Enter>, or insert the diskette, type **A**, and press <Enter>.

i. The system displays several BLAST communication screens followed by a message indicating the copy is complete. It then prompts you to press any key.

j. Press any key to return to the SARSS EUWS Menu.

k. You can change the directory from which to copy files when the system prompts you for a file name (see paragraph f). To do so, type **cd** and press <Enter>.

- l. The system prompts you to enter a directory name. A forward slash (/) must precede the directory name.
- m. Type a new directory name and press <Enter>.
- n. The system displays the new directory name at the top of the screen and lists those files residing in the directory.
- o. Now that you have changed the directory, follow the steps outlined in paragraphs g through j to copy files.
- p. To exit this process, type **Ø** and press <Enter>. The system returns you to the SARSS EUWS Menu.

3.2.2.4 Delete Files from EUWS Directory. The Delete Files from EUWS Directory selection on the SARSS EUWS Menu allows you to delete those files you download from a holding directory in File Disposition to your hard drive (see Volume III, Appendix F, File Disposition Process).

- a. The CTASC-II does not have to be up for you to perform this process since you are accessing your hard drive.
- b. You can only delete one file at a time.
- c. To select this process, type **4** and press <Enter>.
- d. The system displays the names of files in the directory at the top of the screen and prompts you to enter the file name you want to delete. If you type a file name that is not listed or do not type a file name exactly as it appears, the system displays an error message and prompts you to reenter a file name.
- e. Type a listed file name as it appears and press <Enter>. The system prompts you to enter a Y to confirm the delete. If you type anything other than a Y and press <Enter> or if you just press <Enter>, the system displays a message stating that the command is canceled and prompts you to reenter a file name.
- f. Type **Y** and press <Enter>. The system displays a message stating that the file has been deleted, then returns you to the SARSS EUWS Menu.
- g. You can change the directory from which to delete files when the system prompts you for a file name. To do so, type **cd** and press <Enter>. Then, type the new directory name and press <Enter>. When the system displays the new directory name at the top of the screen and lists the files residing in the directory, you may follow the steps outlined in paragraphs e and f.
- h. To exit this process, type **Ø** and press <Enter>. The system returns you to the SARSS EUWS Menu.

3.2.3 Log Out from SARSS. Take the following steps to log out from the SARSS application:

- a. Press <F8> to access the action line.

b. Type **LOGOUT** on the action line.

c. Press <Esc>. The system returns you to the SARSS Session Selection Menu.

d. Press <F8> to quit. The system displays the SARSS EUWS Menu with a message in the upper-left corner informing you that the connection to the SARSS2AC/B database is broken. Whenever you log off the system, you must follow the log-out procedures until you reach this point.

3.3 Stopping and Suspending Work. To exit EUWS, type **Ø** and press <Enter>. The system displays a UNIX log-in prompt. From this prompt, take the following steps:

a. Type in your assigned log-in ID at the prompt and press <Enter>. The system then prompts you to enter a password.

b. Type in the password and press <Enter>. The system displays the UNIX command prompt (#).

c. At the UNIX command prompt, type in the assigned termination command, and the shut-down process begins.

d. At completion, the system displays this message: "Safe to Power Off or Press Any Key to Reboot." Do not turn off the CPU unless you receive this message. Otherwise, the UNIX files will have to be reset when the CPU is turned on again, and the files might be corrupted. If you do not see this message, notify the section supervisor.

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